

Out-of-Hours Extensions

Airside Operational Instruction (AOI) 31

DOCUMENT REVIEW HISTORY		
AOI 31	CURRENT VERSION:-	V3.0
ISSUE DATE:-	DECEMBER 2021	

VERSION	REVIEW	DATE
V1.0		September 2015
	1.1	September 2016
V2.0		December 2017
V.3		July 2018
	3.1	February 2021
	3.2	December 2021
	3.3	May 2024

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in **green** text & indicated by a **green** bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

❖ **REVIEW / AMENDMENT HISTORY**

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	SEP 16	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
2.1	Submission by e-mail, rather than Fax
Appendix 1	Revised Extension Request Form

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V2.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 17	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New ownership

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.0	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	JUL 18	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
	New email address on Extension Request Form

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	FEB 21	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
2.1	Allowance added for change to promulgated hours
2.2 & 2.3	Role change & contact details
Appendix 1	Extension Form revised

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.2	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 21	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Appendix 1	Extension Form revised; Contact details updated

REVIEW SUMMARY			
VERSION / REVIEW REF:-	V3.3	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	MAY 24	ROLE:-	AIRFIELD SERVICES MANGER

PARAGRAPH	AMENDMENT

❖ CONTENT

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1. INTRODUCTION

1.1 PURPOSE

This AOI details the limitations of Airport availability outside of published operating hours; and confirms the requirements and procedure for obtaining authorisation for activity during the out-of-hours period.

2. EXTENSION REQUESTS

2.1 SCOPE

The normal operating hours of the Airport are 06:30 - 21:30 (although this may be changeable to meet operational commitments) local, daily; any change to the operational hours will be promulgated by NOTAM. Outside of the notified operating hours, prior permission is required for all operations.

In order that all environmental aspects and available resources can be considered, it is a condition of use of the Airport that all extensions are formally authorised, prior to taking place. Every effort will be made to approve any reasonable request, but extensions cannot be guaranteed and will be at the Airport Management's discretion. Requests should be submitted in a timely manner, providing as much notice as possible; short-notice requests carry a high risk of being denied.

A charge is levied for all extensions; details are contained within the Airport's Scale of Fees and Charges and Standard Conditions of Use Booklet, available on the Airport's Website.

2.2 PROCEDURE

Extension requests are to be made to the Airport Duty Operations Manager (ADOM). Initial contact can be made by telephone or details submitted via e-mail, using the Extension Request Form.

A copy of the Application Form is contained in Appendix 1

Contact details as follows:-

ADOM:-

- Telephone:- 01202 364350
- Mobile:- 07970 269250

Alternatively; Bournemouth Airport Operations:-

- Telephone:- 01202 364252

Each request will be duly considered before granting or denying the Extension. Once it is confirmed that the Extension can be accommodated, the completed Extension Request Form must be e-mailed to the ADOM & Bournemouth Airport Operations, as noted on the Form.

Once approved, a copy of the authorised Extension details will be passed to the relevant operational departments at the Airport. Extensions that have been approved but are no longer required must be cancelled before closure time on the agreed night of the operation or the charges will still apply.

APPENDIX 1

	EXTENSION REQUEST FORM FOR OPERATIONS OUTSIDE OF THE PROMULGATED OPERATING HOURS
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TO ARRANGE AN EXTENSION, PLEASE CONTACT THE AIRPORT DUTY OPERATIONS MANAGER OR BOURNEMOUTH AIRPORT OPERATIONS	
ON OBTAINING AGREEMENT THAT THE EXTENSION CAN BE FACILITATED, PLEASE E-MAIL A COMPLETED COPY OF THIS FORM TO:-	
AIRPORT DUTY OPERATIONS MANAGER (H24)	bohops@bournemouthairport.com adom@bournemouthairport.com

REQUESTER'S DETAILS		
COMPANY NAME:-		TELEPHONE NO:-
CONTACT NAME:-		

EXTENSION REQUEST DETAILS				
DATE OF EXTENSION:-		TIME PERIOD:- (LOCAL)	FROM:-	TO:-
AIRCRAFT TYPE:-		AIRCRAFT REGISTRATION:-		
FLIGHT NO. / CALL-SIGN:-		NO. OF PAX:- (EXCLUDING CREW)		
DEPARTURE AIRFIELD:-		ETA:-		(LOCAL)
DESTINATION AIRFIELD:-		ETD:-		(LOCAL)
OTHER INFORMATION:-				

FULL CHARGES WILL BE LEVIED FOR ANY APPROVED EXTENSION NOT CANCELLED BY THE NOTIFIED CLOSURE TIME, APPLICABLE AT THE TIME				
FOR AIRPORT USE ONLY				
ON RECEIPT OF THE EXTENSION REQUEST, THE ADOM MUST COMPLETE THE FOLLOWING DETAILS				
ACTIONED BY:-		DATE:-		
EXTENSION APPROVED:-	YES	NO	AUTHORISATION REF NO:-	
AUTHORISATION MANAGER:-				
THE COMPLETED FORM TO BE SENT BACK TO THE REQUESTER AND COPIED TO THE OPERATIONS DIRECTOR				

ACTION BY ACCOUNTS	
THIS EXTENSION IS APPROVED; A LEVY, AS INDICATED, WILL BE APPLIED	£